



19 January 2026

Dear Sir/Madam

## REQUEST FOR SOUTH AFRICAN INCOME TAX REFERENCE NUMBER

Our records indicate that we do not have a South African Income Tax Reference Number on file for you.

In terms of the Income Tax Act, 1962 and SARS requirements, all individuals receiving a **South African** pension must be registered for income tax, even where:

- Your income is below the taxable threshold; or
- You are a tax resident of another country and may qualify for relief under a Double Taxation Agreement (DTA).

SARS requires a valid tax reference number to confirm your residency status and to ensure that your pension is taxed correctly. **The Fund is in return legally obliged to, in terms of its obligations regarding taxation of pension benefits, provide SARS with a pensioner's valid tax reference number.**

If a tax number is not provided, the Fund is required to apply a default withholding tax rate of 45% on your pension payments until your tax number and residency status have been verified.

### How to Register for a Tax Reference Number

You may register using any of the following official SARS channels:

1. **SARS eFiling (Online)**  
[www.sarsefiling.co.za](http://www.sarsefiling.co.za) → Select Register
2. **SARS MobiApp (Mobile App)**  
Available on the Apple App Store and Google Play Store
3. **SARS Online Query System (No Login Required)**  
<https://tools.sars.gov.za/soqs> → Select Register for a Tax Number
4. **SARS Branch Appointment (In Person)**  
Book via <https://tools.sars.gov.za/soqs> → Book an Appointment  
Bring your ID/Passport and proof of address



**5. WhatsApp Support (Chat & Appointment Booking)**

Visit <https://tools.sars.gov.za/soqs> → Select WhatsApp Channel → Scan the displayed QR code

(For security, only use the QR code from the official SARS website.)

**6. Registered Tax Practitioner**

You may use a licensed practitioner to assist with your registration.

**Documents Required**

Once you have your tax reference number, please send one of the following official SARS documents clearly reflecting your full name and tax reference number:

- SARS Registration Confirmation Letter
- SARS IT150 (Taxpayer Information Document)
- SARS ITA34 (Notice of Assessment)
- SARS eFiling Profile Screenshot (showing your name and tax number)

**Submit Your Tax Number to Sentinel**

Email: [info@sentinel.za.com](mailto:info@sentinel.za.com)

Thank you for your cooperation in ensuring accurate tax reporting and uninterrupted pension payments.

**Important: Effective Date**

**The above will take effect from the March 2026 pensions accrue, to provide pensioners with a fair opportunity to get their necessary tax affairs in order.**

Yours faithfully,  
Sentinel Retirement Fund